

databases & other online resources



UMATILLA COUNTY
**SPECIAL LIBRARY
DISTRICT**

Strengthening our community libraries



databases & other online resources *we currently have* access to:

541 Vets

Answerland

DigitalLearn

Gale

LearningExpress Library *[only through Oct. 31, 2023]*

Library2Go

Northwest Digital Heritage

Oregon Library Staff Academy (Niche Academy)

OSLIS (Oregon School Library Information System)

Sage Library System Staff Academy (Niche Academy)

SageCat app



databases & other online resources ***we no longer have*** access to:

BrainFuse – HelpNow

BrainFuse – JobNow

LearningExpress Library *[beginning Nov. 1, 2023]*

Ready2Learn Oregon

Overdrive app *[being discontinued May 1, 2023]*



shortcuts & tips



Sage Library System websites:
STAFF - www.sagestaff.org
PUBLIC - www.sagelib.org



Universal Keyboard shortcuts

New Window	Ctrl + N
New Tab	Ctrl + T
Close Tab	Ctrl + W
Close All Tabs	Ctrl + Shift + W
Undo Close Tab	Ctrl + Shift + T
Close Window	Ctrl + Q
Refresh/Reload Page	Ctrl + F5
Switch Browser Tabs (L>R)	Ctrl + Tab
Switch Browser Tabs (L<R)	Ctrl + Shift + Tab
Switch to First Tab	Ctrl + 1
Switch to last tab	Ctrl + 9
Go to Top of Page	Home
Go to Bottom of Page	End

Function key shortcuts in Evergreen webclient (by menu)



Search menu

Search for Patrons	F4
Search for Items by Barcode	F5
Search the Catalog	F3

Circulation menu

Check Out	F1
Check In	F2
Capture Holds	Shift + F2
Renew Items	Ctrl + F2
Register Patron	Shift + F1
Retrieve Last Patron	F8
Record In-House Use	F6
Item Status	F5

Cataloging menu

Search for Catalog	F3
Item Status	F5
Retrieve Title by TCN	Shift + F3
Retrieve Last Record	Shift + F8

Remember you can set bookmarks/favorites on the browser toolbar for frequently utilized portions of the catalog...

A screenshot of a web browser window displaying the Evergreen library catalog at catalog.sage.eou.edu/eg/staff/. The browser toolbar includes a red arrow pointing to the 'Star' icon, which is used for bookmarking. The page features a green header bar with various navigation links like Home, Item Status, Rec. Bucket, Z39.50, Staff Catalog, Rec.ID search, Item Bucket, CreateMARCrec., Sage Print Notices, Adv. Search, and SageStaff-website. Below the header is a main menu with categories: Search, Circulation, Cataloging, Acquisitions, Booking, Administration, and a user account section. The main content area displays the Evergreen logo and three green boxes: 'Circulation and Patrons' (Check Out Items, Check In Items, Search For Patron By Name), 'Item Search and Cataloging' (Search catalog for..., Record Buckets, Item Buckets), and 'Administration' (Sage Help Desk, Workstation Administration, Reports, Quick Reports).



Circulation and Patrons

[Check Out Items](#)[Check In Items](#)[Search For Patron By Name](#)

Item Search and Cataloging

[Record Buckets](#)[Item Buckets](#)

Administration

[Sage Help Desk](#)[Workstation Administration](#)[Reports](#)[Quick Reports](#)

Remember you can right click on a menu item (or a bookmark/favorite) to open it in a new tab or window...

The screenshot shows a library catalog interface with a green header bar. The header includes navigation links: Search, Circulation, Cataloging, Acquisitions, Booking, Administration, and a user account section. Below the header is a search form titled "Staff Catalog". The search bar contains the text "cats" and has fields for "SAGE", "Search", and "Reset". To the left of the search bar is a context menu with the following options: "Open link in new tab", "Open link in new window", "Open link in incognito window", "Save link as...", "Copy link address", and "Inspect". The main search area displays a "Shelf Browse" section with the word "cats" and a search bar below it. At the bottom of the interface are buttons for "Basket Actions" (with a shopping cart icon showing 0 items) and "Catalog Preferences".

Setting default view & other buttons...

Staff Catalog

Hide Search Form X

Keyword Search Numeric Search MARC Search Browse Shelf Browse

SAGE Search Reset

All Formats Keyword Contains cats

Search Templates ▾

Sort by Relevance Limit to Available Group Formats/Editions Results from All Libraries

Exclude Electronic Resources

Basket Actions ▾ Catalog Preferences

Record Summary Book

 Title: Cat Edition: 1st ed. TCN: o308620809 Created By: admin
Author: Van Fleet, Matthew. Pubdate: 2009 Database ID: 926682 Last Edited By: admin
Bib Call #: Record Owner: Created On: 4/15/11, 5:26 AM Last Edited On: 6/13/19, 9:08 AM

Start Previous Next End Back to Results (3 / 9322)

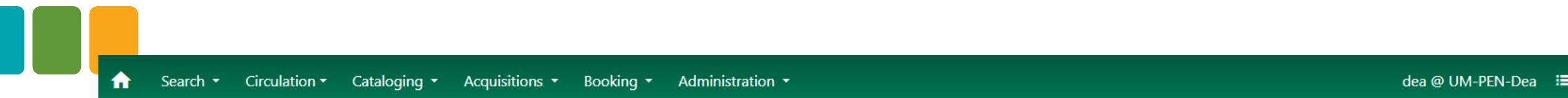
Patron View Place Hold Add Holdings Serials ▾ Mark For... ▾ Other Actions ▾

Set Default View

Item Table MARC Edit MARC View View Holds Monograph Parts Holdings View Conjoined Items Shelf Browse

0 selected Rows 10 ▾

Setting Catalog Preferences



Search ▾ Circulation ▾ Cataloging ▾ Acquisitions ▾ Booking ▾ Administration ▾ dea @ UM-PEN-Dea ☰

Keyword Search Numeric Search MARC Search Browse Shelf Browse

All Formats Keyword Contains Query...

SAGE

Search Templates ▾

Sort by Relevance Limit to Available Group Formats/Editions Results from All Libraries

 (0) Basket Actions ▾ Catalog Preferences

Catalog Preferences

Default Search Library

The default search library setting determines what library is searched from the advanced search screen and portal page by default. Manual selection of a search library will override it. One recommendation is to set the search library to the highest point you would normally want to search.

Preferred Library

The preferred library is used to show copies and URIs regardless of the library searched. One recommendation is to set this to your workstation library so that local copies show up first in search results.

Default Search Pane

Focus this search tab by default when opening new catalog pages.

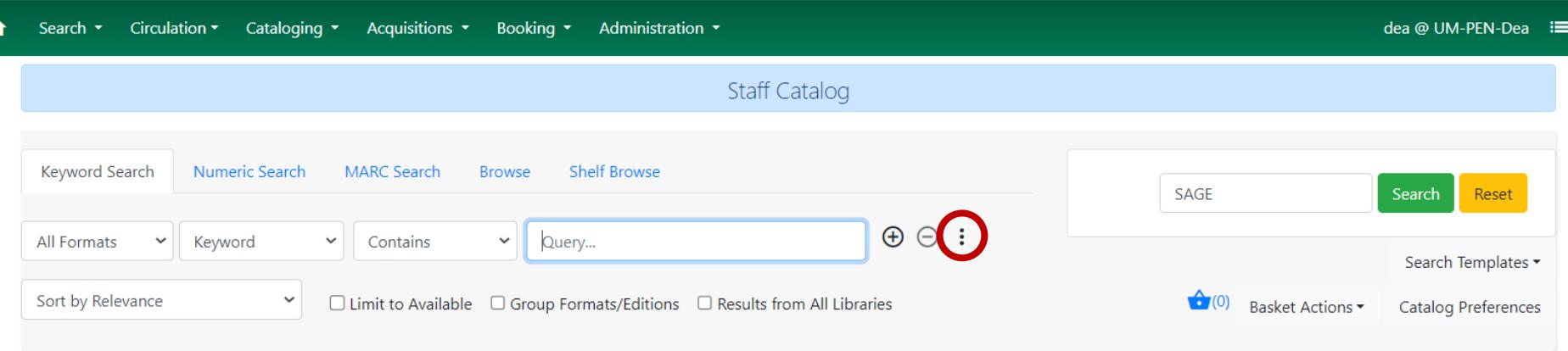
Search Results Per Page

The number of search results to display per page.

Exclude Electronic Resources

Add the 'Exclude Electronic Resources' checkbox to the main search form.

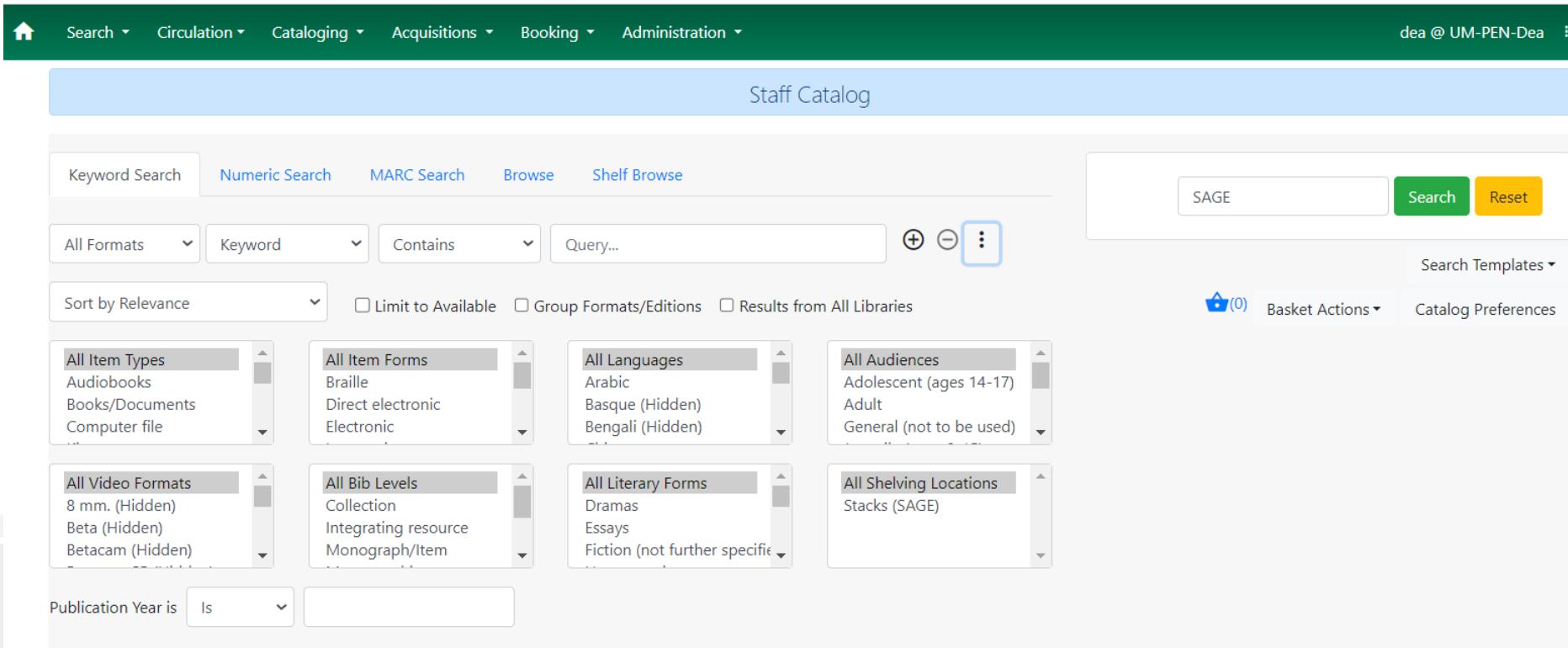
Accessing search filters in new [Angular] catalog



The screenshot shows the Staff Catalog search interface. At the top, there is a navigation bar with links for Home, Search, Circulation, Cataloging, Acquisitions, Booking, and Administration. On the right side of the header, it shows the user's email (dea @ UM-PEN-Dea) and a menu icon.

The main search area has tabs for Keyword Search, Numeric Search, MARC Search, Browse, and Shelf Browse. Below these are dropdowns for All Formats (set to Keyword), Contains (set to Contains), and a search input field labeled "Query...". To the right of the query field is a "More" button (three vertical dots) which is circled in red. There are also "Search" and "Reset" buttons, and a "Search Templates" dropdown.

Below the search area are sorting options ("Sort by Relevance"), checkboxes for "Limit to Available", "Group Formats/Editions", and "Results from All Libraries", and links for "Basket Actions" and "Catalog Preferences".



This screenshot shows the same Staff Catalog interface after the "More" button was clicked, revealing a grid of search filters. The filters are organized into four rows:

- All Item Types:** Audiobooks, Books/Documents, Computer file, etc.
- All Item Forms:** Braille, Direct electronic, Electronic
- All Languages:** Arabic, Basque (Hidden), Bengali (Hidden)
- All Audiences:** Adolescent (ages 14-17), Adult, General (not to be used)

- All Video Formats:** 8 mm. (Hidden), Beta (Hidden), Betacam (Hidden)
- All Bib Levels:** Collection, Integrating resource, Monograph/Item
- All Literary Forms:** Dramas, Essays, Fiction (not further specified)
- All Shelving Locations:** Stacks (SAGE)

At the bottom left, there is a "Publication Year is" dropdown set to "Is".

Patron searching – expanding/contracting search fields

This screenshot shows the Patron Search interface with expanded search fields. At the top, there are tabs for Check Out, Items Out, Holds, Bills, Messages, Edit, and Other. A blue button labeled "Patron Search" is visible. Below the tabs, there are four input fields: Last Name, First Name, Middle Name, and Name Keywords. A "Search" button is followed by a red circle highlighting a small icon (a magnifying glass with a plus sign) located to its right. The results section is titled "Patron Search Results" and includes buttons for "Add To Bucket" and "Merge Patrons". It also features navigation icons (back, forward, rows, page), a header row with columns for #, Mailing:Street, Created On, Home Library, DoB, Middle Name, First Name, Last Name, Profile, Card, and ID, and a message "No Items To Display".

This screenshot shows the Patron Search interface with contracted search fields. The layout is identical to the first screenshot, but the search fields are collapsed. The "Search" button is now highlighted with a red circle, and the small icon to its right is also circled. The rest of the interface, including the results table and navigation controls, remains the same.

Setting up search templates



Staff Catalog

Search ▾ Circulation ▾ Cataloging ▾ Acquisitions ▾ Booking ▾ Administration ▾ dea @ UM-PEN-Dea ☰

Keyword Search Numeric Search MARC Search Browse Shelf Browse

All Formats Keyword Contains Query... + - :

Sort by Relevance ▾ Limit to Available Group Formats/Editions Results from All Libraries

SAGE Search Reset

Basket Action (0)

Search Templates ▾

- Save Template
- Delete Selected
- Delete All Templates

title/author

For catalogers and others interested...

In the Enhanced MARC Editor portion of MARC Edit, selecting the refresh/reset button  will reset fixed fields to show the values for current format of bib record.

Item Table MARC Edit MARC View View Holds Monograph Parts Holdings View Conjoined Items Shelf Browse

Add Item Record Type VIS Select a Source... Save Changes Delete Record

Enhanced MARC Editor Flat Text Editor

Type	g	ELv1		Srce	d	Audn		Ctrl		Lang	eng	Help
BLv1	m	Form		Conf		Biog		MRec		Ctry	nyu	Validate
Cont		GPub		LitF		Indx		Indx		Date1	2010	Undo 0
Desc	a	Ills		Fest		DtSt	t	Date2	1994	Redo 0	<input type="checkbox"/> Stack Subfields	



Item Table MARC Edit MARC View View Holds Monograph Parts Holdings View Conjoined Items Shelf Browse

Add Item Record Type VIS Select a Source... Save Changes Delete Record

Enhanced MARC Editor Flat Text Editor

Type	g	ELv1		Srce	d	Audn		Ctrl		Lang	eng	Help
BLv1	m	Form		Conf		Biog		MRec		Ctry	nyu	Validate
Desc	a	Ills		GPub		Indx		Indx		Date1	2010	Undo 0
TMat	v	Time	062	Tech	1	DtSt	t	Date2	1994	Redo 0	<input type="checkbox"/> Stack Subfields	

And last, but not least, don't forget about the little pull-down menu for changing your viewing options...

Scan Item

Submit  OR Choose File No file chosen 



Item Status							Action Buttons	Actions	Rows 100	Page 1	▼
#	□	Status	Alert Message	Barcode	Call Number	Due Date	Location	Item Status			
No Items To Display											

A dropdown menu is open on the far right, showing options: Manage Columns, Manage Column Widths, Save Columns, Reset Columns, Download Full CSV, Print Full Grid, Alert Message, Barcode, Call Number, Due Date, Location, Item Status, Title, and Alerts. The '▼' icon at the bottom right of the menu is circled in red.

found on the following...

Item Status

Patron Search

Checkin

Capture Holds

Pull List for Holds

Renew Items

Pending Patrons

Hold Groups

Record In-House Use

Holds Shelf

Buckets (record, item, & user)